United Nations ST/IC/2008/45

Secretariat

15 August 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of July 2008 reflects a 5.13 per cent movement over the October 2007 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 4.6 per cent, effective 1 August 2008.

3. The amounts of dependency allowances remain unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 August 2008, to $2,148 and $1,074 net per annum, respectively.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of August 2008 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2007/48 dated 21 November 2007, will be in effect until further notice.

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Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	68 599	71 491	74 384	77 277	80 170	83 062	85 955	88 848	91 741	94 633	97 526*
	(Gross pension)	66 252	68 946	71 643	74 338	77 033	79 730	82 425	85 121	87 816	90 512	93 208*
	(Total net)	52 333	54 329	56 325	58 321	60 317	62 313	64 309	66 305	68 301	70 297	72 293*
	(Net pension)	52 333	54 329	56 325	58 321	60 317	62 313	64 309	66 305	68 301	70 297	72 293*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	61 420	64-030	66 641	69 251	71 861	74 471	77 081	79 691	82 301	84 912	87 522*
	(Gross pension)	59 813	62 152	64 490	66 850	69 283	71 716	74 149	76 583	79 016	81 449	83 882*
	(Total net)	47 380	49 181	50 982	52 783	54 584	56 385	58 186	59 987	61 788	63 589	65 390*
	(Net pension)	47 380	49 181	50 982	52 783	54 584	56 385	58 186	59 987	61 788	63 589	65 390*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	55 226	57 427	59 628	61 962	64 323	66 684	69 045	71 406	73 767	76 128	78 488*
	(Gross pension)	53 949	56 065	58 181	60 296	62 413	64 528	66 658	68 861	71 062	73 264	75 465*
	(Total net)	42 867	44 496	46 125	47 754	49 383	51 012	52 641	54 270	55 899	57 528	59 157*
	(Net pension)	42 867	44 496	46 125	47 754	49 383	51 012	52 641	54 270	55 899	57 528	59 157*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	49 739	51 731	53 723	55 715	57 707	59 699	61 813	63 949	66 086	68 222	70 358*
	(Gross pension)	48 673	50 589	52 503	54 418	56 333	58 248	60 162	62 077	63 993	65 907	67 884*
	(Total net)	38 807	40 281	41 755	43 229	44 703	46 177	47 651	49 125	50 599	52 073	53 547*
	(Net pension)	38 807	40 281	41 755	43 229	44 703	46 177	47 651	49 125	50 599	52 073	53 547*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	44 726	46 534	48 342	50 150	51 958	53 766	55 574	57 382	59 191	61 071	63 010*
	(Gross pension)	43 863	45 599	47 336	49 073	50 809	52 546	54 282	56 019	57 756	59 493	61 229*
	(Total net)	35 097	36 435	37 773	39 111	40 449	41 787	43 125	44 463	45 801	47 139	48 477*
	(Net pension)	35 097	36 435	37 773	39 111	40 449	41 787	43 125	44 463	45 801	47 139	48 477*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	40 238	41 873	43 508	45 143	46 778	48 414	50 049	51 684	53 319	54 954*	
	(Gross pension)	39 541	41 114	42 686	44 260	45 832	47 405	48 977	50 549	52 122	53 694*	
	(Total net)	31 776	32 986	34 196	35 406	36 616	37 826	39 036	40 246	41 456	42 666*	
	(Net pension)	31 776	32 986	34 196	35 406	36 616	37 826	39 036	40 246	41 456	42 666*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	36 312	37 732	39 153	40 597	42 076	43 554	45 032	46 511	47 989*		
	(Gross pension)	35 626	37 048	38 469	39 890	41 312	42 734	44 155	45 577	46 998*		
	(Total net)	28 760	29 854	30 948	32 042	33 136	34 230	35 324	36 418	37 512*		
	(Net pension)	28 760	29 854	30 948	32 042	33 136	34 230	35 324	36 418	37 512*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 148
Second language	1 074

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- **Long-service step:**
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - **The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;**
  - **The staff member's service should have been satisfactory.**

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		STEPS											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	74 587	77 236	79 886	82 535	85 184	87 833	90 483	93 132	95 781	98 430	101 080	103 729
	(Gross pension)	71 817	74 289	76 761	79 232	81 704	84 176	86 647	89 120	91 591	94 062	96 535	99 006
	(Total net)	56 465	58 293	60 121	61 949	63 777	65 605	67 433	69 261	71 089	72 917	74 745	76 573
	(Net pension)	56 465	58 293	60 121	61 949	63 777	65 605	67 433	69 261	71 089	72 917	74 745	76 573
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	60 023	63 196	66 368	69 541	72 713
	(Gross pension)	58 558	61 402	64 244	67 121	70 078
	(Total net)	46 416	48 605	50 794	52 983	55 172
	(Net pension)	46 416	48 605	50 794	52 983	55 172
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	52 868	55 150	57 432	59 715	62 142
	(Gross pension)	51 684	53 878	56 070	58 263	60 456
	(Total net)	41 122	42 811	44 500	46 189	47 878
	(Net pension)	41 122	42 811	44 500	46 189	47 878
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	48 512	50 596			
	(Gross pension)	47 497	49 501			
	(Total net)	37 899	39 441			
	(Net pension)	37 899	39 441			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	91 100	94 641	98 181	101 722	105 262	108 803	112 343	115 884	119 425*				
	(Gross pension)	87 216	90 518	93 821	97 123	100 498	104 040	107 581	111 123	114 665*				
	(Total net)	67 859	70 302	72 745	75 188	77 631	80 074	82 517	84 960	87 403*				
	(Net pension)	67 859	70 302	72 745	75 188	77 631	80 074	82 517	84 960	87 403*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	84 383	87 680	90 977	94 274	97 571	100 868	104 165	107 462	110 759*				
	(Gross pension)	80 960	84 034	87 108	90 182	93 256	96 330	99 404	102 700	105 997*				
	(Total net)	63 224	65 499	67 774	70 049	72 324	74 599	76 874	79 149	81 424*				
	(Net pension)	63 224	65 499	67 774	70 049	72 324	74 599	76 874	79 149	81 424*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	77 619	80 684	83 749	86 814	89 880	92 945	96 010	99 075	102 141*				
	(Gross pension)	74 657	77 514	80 372	83 230	86 086	88 944	91 802	94 658	97 516*				
	(Total net)	58 557	60 672	62 787	64 902	67 017	69 132	71 247	73 362	75 477*				
	(Net pension)	58 557	60 672	62 787	64 902	67 017	69 132	71 247	73 362	75 477*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	70 774	73 583	76 391	79 200	82 009	84 817	87 626	90 435	93 243*				
	(Gross pension)	68 262	70 883	73 502	76 123	78 743	81 363	83 983	86 603	89 223*				
	(Total net)	53 834	55 772	57 710	59 648	61 586	63 524	65 462	67 400	69 338*				
	(Net pension)	53 834	55 772	57 710	59 648	61 586	63 524	65 462	67 400	69 338*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	66 022	68 226	70 430	72 635	74 839	77 043	79 248	81 452	83 657	85 861	88 065*		
	(Gross pension)	63 929	65 905	67 946	70 002	72 059	74 115	76 171	78 228	80 284	82 340	84 397*		
	(Total net)	50 555	52 076	53 597	55 118	56 639	58 160	59 681	61 202	62 723	64 244	65 765*		
	(Net pension)	50 555	52 076	53 597	55 118	56 639	58 160	59 681	61 202	62 723	64 244	65 765*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	59 197	61 132	63 125	65 117	67 110	69 103	71 096	73 088	75 081	77 074	79 067	81 059	83 052*
	(Gross pension)	57 770	59 555	61 340	63 125	64 910	66 712	68 570	70 427	72 285	74 142	76 000	77 857	79 714*
	(Total net)	45 806	47 181	48 556	49 931	51 306	52 681	54 056	55 431	56 806	58 181	59 556	60 931	62 306*
	(Net pension)	45 806	47 181	48 556	49 931	51 306	52 681	54 056	55 431	56 806	58 181	59 556	60 931	62 306*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	52 780	54 446											
	(Gross pension)	51 598	53 200											
	(Total net)	41 057	42 290											
	(Net pension)	41 057	42 290											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 148
Second language	1 074

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	84 158	87 083	90 007	92 932	95 857	98 781	101 706
	(Gross pension)	80 751	83 477	86 204	88 931	91 658	94 384	97 111
	(Total net)	63 069	65 087	67 105	69 123	71 141	73 159	75 177
	(Net pension)	63 069	65 087	67 105	69 123	71 141	73 159	75 177
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	78 881	81 639	84 397	87 155	89 913	92 671	95 429
	(Gross pension)	75 830	78 401	80 972	83 544	86 115	88 686	91 257
	(Total net)	59 428	61 331	63 234	65 137	67 040	68 943	70 846
	(Net pension)	59 428	61 331	63 234	65 137	67 040	68 943	70 846
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	73 609	76 197	78 786	81 374	83 962	86 551	89 139
	(Gross pension)	70 913	73 326	75 740	78 154	80 567	82 981	85 396
	(Total net)	55 790	57 576	59 362	61 148	62 934	64 720	66 506
	(Net pension)	55 790	57 576	59 362	61 148	62 934	64 720	66 506
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	68 354	70 771	73 188	75 606	78 023	80 441	82 858
	(Gross pension)	66 022	68 266	70 521	72 776	75 031	77 286	79 541
	(Total net)	52 164	53 832	55 500	57 168	58 836	60 504	62 172
	(Net pension)	52 164	53 832	55 500	57 168	58 836	60 504	62 172
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	63 094	65 343	67 593	69 842	72 091	74 341	76 590
	(Gross pension)	61 311	63 326	65 342	67 402	69 500	71 598	73 696
	(Total net)	48 535	50 087	51 639	53 191	54 743	56 295	57 847
	(Net pension)	48 535	50 087	51 639	53 191	54 743	56 295	57 847
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	57 969	59 915	61 996	64 083	66 170	68 257	70 343
	(Gross pension)	56 585	58 456	60 327	62 198	64 067	65 938	67 870
	(Total net)	44 897	46 337	47 777	49 217	50 657	52 097	53 537
	(Net pension)	44 897	46 337	47 777	49 217	50 657	52 097	53 537
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	53 082	54 865	56 647	58 430	60 228	62 139	64 051
	(Gross pension)	51 888	53 601	55 315	57 029	58 743	60 456	62 170
	(Total net)	41 281	42 600	43 919	45 238	46 557	47 876	49 195
	(Net pension)	41 281	42 600	43 919	45 238	46 557	47 876	49 195
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	48 145	49 772	51 399	53 026	54 653	56 280	57 907
	(Gross pension)	47 144	48 708	50 271	51 836	53 400	54 964	56 528
	(Total net)	37 627	38 831	40 035	41 239	42 443	43 647	44 851
	(Net pension)	37 627	38 831	40 035	41 239	42 443	43 647	44 851
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 148
Second language	1 074

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.